

SENIOR MONITORING AND EVALUATION or RESULTS MANAGEMENT EXPERT

In close collaboration with the Senior Aid Management Expert, the incumbent will perform the following duties:

- a) Advise on the design, establishment and implementation of an effective Monitoring and Evaluation System to monitor the activities, results and impact of JAM Framework activities linked to the PRS and the MDGs and supported by thematic clusters and other working groups interventions;
- b) Support aid partners, and MIC officers in particular to ensure that all project activities of the JAM Framework integrate Monitoring and Evaluation components and indicators, and that all projects results are timely assessed;
- c) Suggest ways to mainstream participatory approaches into the JAM Framework monitoring and reporting processes;
- d) Assist in reviewing and establishing baseline socio-economic data for planning, implementation and follow-up of development plans and strategies, focused on the JAM Framework and the MDGs in particular. Follow up new poverty and conflict assessments and in the preparation of the census;
- e) Build capacities as requested within the MIC and the JNTT Secretariat in relation to above activities;
- f) Support aid partners especially the civil society to use Results Management information including where appropriate, helping them, through NGO supported projects, to develop their own Monitoring and Evaluation capacities;
- g) Lead the process (in collaboration with other Monitoring and Evaluation Officers working with aid partners) of documenting results-based best M&E practices and avail experiences through the MIC website;
- h) Assist in the preparation and submission to the JNTT – or other national planning and monitoring mechanism - of the regular Monitoring and Evaluation progress reports on the JAM Framework;
- i) Suggest modifications to the Aid Information Database (AID) in order to reinforce its Results Management capabilities, and
- j) Develop a project monitoring and evaluation manual for planners.
- k) Any other related duties as required

Required Experience and Qualifications:

- The Results Management Expert must have an officially recognized and relevant Degree in economics, social and development studies with post graduate qualification preferably in statistics and information technology
 - Minimum 15 (fifteen) years of experience in Monitoring and Evaluation Systems
 - At least five years of M&E System conception, evaluation and implementation in developing countries, and ideally in conflict and post conflict areas
 - Fluent in oral and written English. Arabic highly desirable
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DATABASE MANAGER

Under the supervision of the Senior Aid Management Advisor, the Database Manager will work with other members of the Aid Coordination and Management Unit of the MIC to ensure that the aid database installed within the MIC and possibly other ministries meets the needs of the National Government of the Sudan and its partners with the highest standards of usability and accuracy.

His/her main responsibilities include, but are not limited to:

- (a) Manage the development and enhancement of the Aid Information Database (AID) in the Ministry of International Cooperation. This includes:
 - a. The configuration of the financial and project tracking database developed by OCHA on MS Access to fit the initial needs of the Ministry of International Cooperation of the Sudan, with the possibility of scalability to MS SQL or Oracle BD;
 - b. The review of other existing aid database and the advice on the selection, after workshop or tender if necessary, of the final version of the database to be fully installed and replicated;
- (b) Supervise in consultation with the Aid Management Advisor, the whole team of ICT personnel affected to the Aid Management and Coordination Unit (up to six persons) with various backgrounds;
- (c) Prepare and regularly adjust the work plan for the ICT team, and monitoring the work on a daily basis;
- (d) Liaise daily with other government institutions, such as the ICT teams of all core and line ministries, the Central Bureau of Statistics, the National Information Centre on issues related to database management, network connectivity and e-government development;
- (e) Explain and present progress made in the development and the maintenance of the database and ICT-related issues to all national and foreign aid partners, as needed for the smooth implementation of the aid management project;
- (f) Ensure that the AID meets the highest standards of user-friendliness, including by improving the reporting function and developing procedures and user guides;
- (g) Participate in the assessment of competences and directly support skills development and training of the relevant public servants of the MIC, MoF (international relations), MHA/HAC and major line ministries;
- (h) Receive high-level training if needed, and use this for gradual development and maintenance of the AID system in collaboration with other government ICT experts.
- (i) Develop innovative ways of making the AID data available to users who do not have Internet access;
- (j) Look into the possibility to link the AID with DEVINFO database (also based on MS Access) piloted by UNICEF;
- (k) Give general advice in the management and development of the MIC website primarily covering aid management products and services with consideration to aspects of overall quality assurance of the site, including security, compatibility, scalability, availability and performance.
- (l) Provide ICT general advice to improve network functionality among concerned ministries.
- (m) Develop Term of Reference for ICT consultants contracted under this project;



- (n) Other analytical and ICT-related tasks or any other duties as needed to meet the overall purpose of the Aid Management and Coordination Unit.

Required Experience and Qualifications

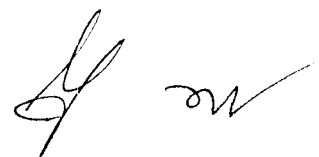
- Senior national or international professional with at least ten years experience in database design, development and programming, and maintenance;
- Post-graduate qualifications in Information Communication Technology essential;
- Highly proficient in MS Access, Visual Basic, web technologies, including HTML, ASP, ASP.Net and XML;
- Knowledge of Oracle and MS Visual Studio 6.0 desirable;
- Experience in aid management database a strong asset;
- Excellent communication, negotiation and analytical skills and experience in training required;
- Ability to set priorities under pressure in a complex environment;
- Cultural sensitivity and ability to work as part of a team;
- Fluent in Arabic and English.

PROJECT OFFICER (PLANNING, PROGRAMMING, BUDGETING SYSTEMS)

Under the supervision of the Senior Aid Management Advisor, the PPBS specialist will work with the Database Manager and other members of the team of the MIC in performing its functions within the Sudanese administration and vis-à-vis external aid partners.

His/her main duties will be to assist the Head of the Aid Management and Coordination Unit and other relevant units of the MIC with the following main responsibilities:

- (a) Work closely with the Ministry of Finance and National Economy (MoFNE), the Ministry of Humanitarian Affairs (MHA) and line ministries to ensure the compatibility of the aid database managed by the Ministry of International Cooperation (MIC) with information provided and required by these other institutions;
- (b) Review the Government tracking of aid flows (from pledges to disbursement) from macro to project level and their recording within the National Budget and related investment and expenditure plans; make recommendations as appropriate;
- (c) Work closely with the Development Budget Department so that it provides effective information services to other Government entities (the MIC in particular) as well as indirectly to donors, UN, and NGOs, possibly through Government website(s);
- (d) Participate – in relation to PPBS - in the assessment of competences and support skills development and training of the relevant public servants of the MIC, MoFNE (international relations), MHA/HAC and major line ministries;



- (e) Create strong bonds with UNDP Senior Economist, the IFIs and key national colleagues in charge of macroeconomic modeling, budgeting, Public Expenditure Reporting and Public Investment Programming to obtain a clear picture of the position of aid among other national resources and aim at the recording of aid on-budget;
- (f) Assist in the portfolio review process at line ministry level, ensuring that Planning and Finance Officers or Grant Managers are equipped to conduct an in-depth assessment of the strengths and weaknesses of projects within a donor's portfolio;
- (g) Support MIC officers in expanding the knowledge and understanding of the aid process within the national resource management system, grant and loan agreements, the project cycle, and individual donors' peculiarities and requirements, thus enhancing their capacity to mobilize resources and justify aid;
- (h) Assist in the development of in-depth analyses – donor pledge performance, sector needs/gaps and implementation constraints - and make practical recommendations;
- (i) Progressively undertake similar assessment, development and training tasks of aid integration into the public financial management system in the administration of selected state administrations. Undertake field missions as necessary;
- (j) Contribute to the development of cost-efficient aid policies and regulatory frameworks in consultation with all aid partners concerned;
- (k) Promote a culture of courteous and efficient service, and of facilitation, within the MIC, MoFNE (international relations), and MHA/HAC.
- (l) Other analytical and administrative tasks or any other duties as needed to meet the overall purpose of the MIC.

Required Experience and Qualifications

- Senior national professional with at least ten years experience in the field of public financial management, and in planning and budgeting systems operation;
- Knowledge of the Sudanese public finance administration an asset;
- Post-graduate qualifications in public management or public administration studies essential;
- Knowledge and experience in foreign grant management or international cooperation desired;
- Excellent communication, negotiation and analytical skills and experience in training required;
- Ability to set priorities under pressure in a complex environment;
- Cultural sensitivity and ability to work as part of a team;
- Fluent in Arabic and fully proficient in spoken and written English.

WEBSITE MANAGER

Under the guidance and supervision of the Database Manager, the incumbent will perform the following duties:

- a) Develop, adjust and maintain the MIC website;
- b) Collect all pertinent aid information data and post it on the relevant sites;

- c) Advise on the development and maintenance of aid-related website in other ministries and institutions;
- d) Suggest any improvement in the management and configuration of the MIC website and of other ministries producing aid data.

Required Experience and Qualifications:

- Senior national professional with at least 5 years experience in website development and database operation and maintenance;
- Post-graduate qualifications in Information Communication Technology essential;
- Proficient in MS Access, Visual Basic, web technologies, including HTML, ASP, ASP.Net and XML;
- Excellent communication, negotiation and analytical skills and experience in training required;
- Ability to set priorities under pressure in a complex environment;
- Cultural sensitivity and ability to work as part of a team;
- Fluent in Arabic and English.

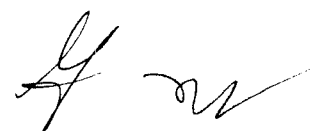
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PROJECT OFFICER (CAPACITY-DEVELOPMENT)

Under the supervision of the Senior Aid Management Expert, the Project Officer for Capacity Development will work in liaison with other members of the team to build aid management and coordination capacities within the Sudanese administration and vis-à-vis external aid partners.

His/her main role will be to assist the Head of the Aid Management and Coordination Unit and other relevant units of the MIC with the following main responsibilities which include, but are not limited to:

- (m) Support MIC officers in expanding the knowledge and understanding of the aid process, Grant and Loan Agreements, the project cycle, and individual donors' peculiarities and requirements, thus enhancing their capacity to mobilize resources, coordinate and report on aid management;
- (n) Assist in the development of in-depth analyses – donor pledge performance, sector needs/gaps and implementation constraints - and make practical recommendations;
- (o) Liaise with the Ministry of Finance and National Economy (MoF), the Ministry of Humanitarian Affairs (MHA), the Federal Chambers and line ministries to ensure the coherence of the aid information and processes managed by the Ministry of International Cooperation with those taking place in these other institutions;
- (p) Participate in the work process review with chief grant and loan managers, and lead job description development and unit role definition within MIC, and other government departments concerned by aid management;
- (q) Participate in the assessment of competences and in the management of the skills development and training plan - including the organization of study tours and seminars - of the relevant public servants of the MIC, MoF (international cooperation), MHA/HAC and major line ministries (in the field of aid management);



- (r) Assist in the portfolio review process at line ministry level, investigating if Planning and Finance Officers or Grant Managers are equipped to conduct in-depth assessments of the strengths and weaknesses of projects within a donor's portfolio.
- (s) Contribute to the development of cost-efficient aid policies and regulatory frameworks in consultation with all aid partners concerned;
- (t) Promote a culture of courteous and efficient service, and of facilitation, within the MIC, MoF (international relations), and MHA/HAC.
- (u) Other analytical and administrative tasks or any other duties as needed.

Required Experience and Qualifications

- Senior national professional with at least ten years experience in the field of public administration, and management of external resources;
- Knowledge of the Sudanese public finance or cooperation administration an asset;
- Knowledge and experience in foreign grant management or international cooperation essential;
- Qualifications or experience in public administration reform or in training management desired;
- Excellent communication, negotiation and analytical skills;
- Ability to set priorities under pressure in a complex environment;
- Cultural sensitivity and ability to work as part of a team;
- Fluent in Arabic and in English.

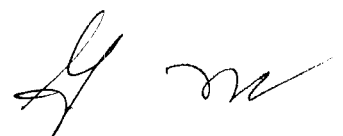
PROJECT ASSOCIATE (REPORTING / ANALYSIS)

Under the supervision of the Senior Aid Management Expert, the Project Associate for Reporting/Analysis will work in close collaboration with all other members of the Aid Management and Coordination Unit (AMCU) to improve the quality and timeliness of reporting and communication materials related to the project in particular and to the aid management topics in general

His/her main role will be to assist the Head of the AMCU and other relevant units of the MIC with the following main responsibilities which include, but are not limited to:

- (a) Improve the standards for the presentation and consolidation of internal reporting to the donors and to other entities within the UN system;
- (b) Produce the Project Progress Reports on a regular basis;
- (c) Provide occasional training to MIC focal points (project portfolio managers) in the way to produce concise and comprehensive reports to the international community representatives
- (d) Give assistance to the Senior Result Management Expert and the JNTT or other relevant body, as required, in the formatting and international standard presentation of M&E documentation related to recovery and development frameworks;
- (e) Provide technical advice to other members of the AMCU to produce quality minutes, reports and any type of office document;
- (f) Work with the MIC website manager to polish the wording, esthetics and clarity of the information presented on the MIC website;

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- (g) Maintain and enhance the AMCU's visibility within MIC, UNDP and M&E personnel, while being aware of donor requirements in this regard so that the AMCU receives appropriate coverage in all publicly accessible materials;
- (h) Undertake English-Arabic and Arabic-English translations as required;
- (i) Promote a culture of courteous and efficient service, and of facilitation within the MIC and its main partners;
- (j) Other bilingual desktop tasks as needed.

Required Experience and Qualifications

- National professional with at least ten years experience in the field of journalism, editing and communication, preferably in an international context;
- Proven ability to synthesize varied data and information, building specific messages in varied media;
- Creativity in seeking methods of communication to reinforce generic messages;
- Ability to work in English at an advanced level imperative. Knowledge of Arabic essential;
- Familiarity with ICT technology.
- Ability to seek innovative ways forward whilst accepting the constraints of the operational environment;
- Resourcefulness in seeking collaboration with peers and diplomacy when dealing with clients and customers of the AMCU;
- Highly motivated with demonstrable attitude for taking on a challenging position;
- Cultural sensitivity and ability to work as part of a team.

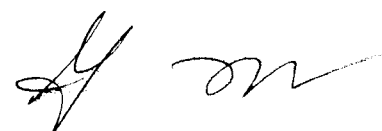
PROJECT ASSOCIATE (ADMINISTRATION AND FINANCE)

Under the direct supervision of the Senior Aid Management Expert, the Project Assistant for Administration & Finance will work with all other members of the team to support UNDP in performing its functions within the Sudanese administration and vis-à-vis external aid partners.

S/he will have the substantive responsibility of the financial management of the project including financial accounting and reporting, budget revision, donor reporting, procurement tracking, human resource administration and the general administration and secretariat of the project office composed of five to ten people.

His/her main responsibilities include, but are not limited to:

- (a) Prepare all budgets and maintain detailed records of all financial transactions and accounts related to the project;
- (b) Analyze expenditures and provide project management with regular annotated statements of expenditures;
- (c) Calculate and process payments, salaries, allowances, overtime, travel claims, etc., to all project staff, consultants, vendors and other claimants;
- (d) Prepare periodic financial reports, as well as other special reports as required;
- (e) Ensure timely and effective delivery of payment to clients;
- (f) Arrange and maintain project financial documents for auditing purpose;



- (g) Regularly liaise with UNDP's financial and procurement administrations for advice or tracking purpose of finances and assets;
- (h) Be responsible for tasks related to personnel matters, including interpretation and processing of entitlements, preparation of contracts and maintenance of various personnel records and files;
- (i) Assist project personnel on general administrative matters relating to visas, licenses, security clearance, travel arrangements. provides advice and ensures administrative support as required;
- (j) Establish and maintain a filing system of all project documents;
- (k) Assist in the preparation of monthly and quarterly reports;
- (l) Organize backstopping for missions to/from and within Sudan related to the Project;
- (m) Advise and assist in the area of office management; arrange for and/or attend meetings on day-to-day administrative matters; participate in review of new or revised procedures and practices;
- (n) Be responsible for the general condition of the office premises;
- (o) Undertake any other task assigned by the supervisor;

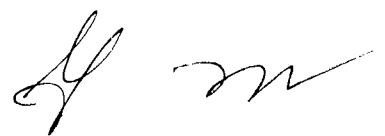
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Required Experience and Qualifications:

- A MSC degree in accounting or business management;
- At least five years experience in financial management and/or administration;
- Good knowledge of UN system's financial, human resource and administrative support systems, especially UNDP ATLAS system;
- Proven Computer skills – MS Office word and Xcel, internet and communications;
- Experience in office management skills (supervision of general administration staff, assets maintenance, filing systems, work plan and task management);
- Fluency in spoken and written English and Arabic.

MAIN ABBREVIATIONS AND ACRONYMS

AID	Aid Information Database
AIDB	African Development Bank
AIDA	Accessible Information on Development Activities
AMCU	Aid Management and Coordination Unit (MIC)
BoS	Bank of Sudan
CBS	Central Bureau for Statistics (GNU)
CCA	Common Country Assessment (UN)
COM	Council of Ministers (GoS)
CPA	Comprehensive Peace Agreement
CSP	Council for Strategic Planning (GoS)
DAC	Development Assistance Committee (OECD)
DAG	Donor Assistance Group
DBS	Direct Budget Support
DEX	Direct Execution (UNDP)
DFID	Department For International Development (UK)
EU	European Union
FDI	Foreign Direct Investment
GIS	Geographic Imagery System
GoNU	Government of National Unity
GoS	Government of Sudan
GoSS	Government of Southern Sudan
HAC	Humanitarian Aid Commission (GoNU)
ICT	Information Communication Technology
IDB	Islamic Development Bank
IFI	International Financial Institution
IMF	International Monetary Fund
IP	Implementing Partner
I-PRSP	Interim-Poverty Reduction Strategy Paper
JNTT	Joint National Transition Team
LAN	Local Area Network (ICT)
JAM	Joint Assessment Mission
MDG	Millennium Development Goal
MDTF	Multi Donor Trust Fund
MFA	Ministry of Foreign Affairs
MFG	Ministry of Federal Government
MHA	Ministry of Humanitarian Affairs (GoNU)
MIC	Ministry of International Cooperation (GoNU)
MoLHR	Ministry of Labour and Human Resources (GoNU)
MOFNE (MoF)	Ministry of Finance and National Economy (GoNU)
MOInv	Ministry of Investment (GoNU)
MTEF	Medium Term Expenditure Framework
MTEP	Medium Term Expenditure Plan
NGO	Non Governmental Organization
NIC	National Information Centre (GNU)
NSA	Non-State Actors (civil society, private sector and economic and social partners -EU def.)
OCHA	Office for the Coordination of Humanitarian Affairs (under the UN Secretary General)
ODA	Official Development Assistance
OECD	Organization for Economic Co-operation and Development



OSF	Oil Stabilization Fund
PER	Public Expenditure Review
PFM	Public Financial Management
PIP	Public Investment Plan
PRS	Poverty Reduction Strategy(ies)
PRSP	Poverty Reduction Strategy Paper
RTS	Resource Tracking System (OCHA)
SAID	Sudan Aid Information Database
SPLM	Sudan People's Liberation Movement
TA	Technical Assistance
ToRs	Terms of Reference
UNCT	United Nations Country Team
UNDAF/P	United Nations Development Assistance Framework / Plan
UNRC/HC	UN Resident Coordinator / Humanitarian Coordinator

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